CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

JOB OPPORTUNITY

Date Posted:
December 8, 2011

Position Action #:
1112-032G6

Position:
Office Technician (Typing)

Tenure, Time Base:
Permanent, Intermittent

Salary Range:
$2686 - $3264

Contact:
Joann Byrne (510) 622-3900

Location:
Oakland Office of Appeals
1515 Clay Street, Suite 902
Oakland, CA 94612

Final Filing Date:
December 15, 2011

A Freeze Exemption has been approved for this position.

POSITION DESCRIPTION:

Under general supervision of the Legal Support Supervisor I, the Office Technician (Typing) performs complex clerical work, **which may include Calendar/Registration, Receptionist and Mail Room duties to be performed on a rotating basis.** The duties involve general typing and other clerical work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, including thorough knowledge of the appeals process and Employment Development Department (EDD) procedure.

WHO SHOULD APPLY:

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.

- SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std. 678 State Application to:
CUIAB, Administrative Services/Personnel Section
ATTN: Srey Touch, Personnel Technician
2400 Venture Oaks Way, Suite 400
Sacramento, CA 95833

PLEASE NOTE:
- **Please write Position Action # "1112-032G6" on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results. Applications without this information may be rejected.**

- **A typing certificate with a minimum speed of 40 WPM is required prior to appointment.**